



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 1-22-81	1. Agency Address GEORGIA STATE FINANCING AND INVESTMENT COMMISSION CONSTRUCTION DIVISION--GEORGIA EDUCATION AUTHORITY (UNIVERSITY) AND (SCHOOLS) 270 WASHINGTON ST. S.W. ATLANTA 30334	Application Number 81-60	Date Received 1-23-81
Application Number 81-1		Date Completed JAN 30 1981	
2. Person to Contact WALTER H. FAIRCHILD		Working Title RECORDS MANAGEMENT OFFICER	Telephone Number 656-3426
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1949	Latest TO DATE	5. Records Series Title (followed by title used in office, if different) RESIDENT ENGINEER INSPECTOR FIELD FILES (REI FILES)	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Georgia State Financing and Investment Commission and the Georgia Education Authority (University) and (Schools) are responsible for the supervision of expenditure of funds for the construction, improvement, remodeling, and equipping of facilities within the State. The Commission and the two Authorities are operated by the same staff from the same offices. The Construction Division establishes criteria, initiates, controls, supervises and monitors all facets of construction; approves change orders; approves billings for payment; and prepares papers for closing of final payment.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: on-site review of capital improvement of facilities within the State. Included are: Blueprints, change orders, proceed orders, encumbrance certifications, equipment specifications and catalogs, concrete strength reports, periodic status reports, inspection reports, time sheets, REI daily diary, correspondence between architect, contractor, lessee, owner, State fire marshall, resident engineer and others relating to the construction, funding, changes, and inspections of the project. Also included may be orders of condemnation, declarations of default, claims for damages, etc.. File is arranged: Numerically by Bond Issue number or funding year; thereunder numerically by project number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>1</u> ; Seven to twelve months old <u>0</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>20</u> ; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
?		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|-----------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | 20 _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify) 1949 to 1960- Destroy
1961 to date: Cut off file upon completion of project,
transfer to State records center, hold
20 years, then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>William F. Robert</i>	1/22/81	<i>Walter H. Fairchild</i>	1-22-81
State Records Committee (Signature)			
State Auditor/Designee		Date	
Secretary of State/Designee		Date	
Attorney General/Designee		Date	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		<i>[Signature]</i> 1-29-81 <i>Caryle Hart</i> 1-27-81 <i>[Signature]</i> 1-29-81	